

REQUEST FOR CREDIT CARD ASSIGNMENT

Department of the Treasury • Division of Administration
Bureau of Transportation Services

Note: The purpose of a retail credit card is to provide a supplemental means of obtaining motor fuels and essential fluids, and to effect minor repairs for the named supplier in emergency situations.

1. **Department**

2. **Division**

3. **License Plate:**

4. Type of Assignment (Check one)

A. ☐ **Individual Assignment:**

Name _____ Official Work Station _____

Home Address _____

B. ☐ **Pool Assignment:**

Name of office or organizational unit _____

Address where vehicle will be parked when not is use _____

C. ☐ **Out-of-state use:** Destination: _____

Dates: Begin _____ Return _____

☐ Request for temporary assignment of out-of-state card

☐ Request to use assigned card

JUSTIFICATION:

5. I certify that all the information supplied on this form is true to the best of my knowledge. I have read and understand the conditions pertaining to the assignment and use of credit cards on the reverse side of this form.

Signature of assignee: _____ Office Phone #: _____

6. Department/Agency Approval:

Signature of Department/Agency Head: _____ Office Phone #: _____

7. Department of Treasury, Division of Administration Approval:

☐ Approved ☐ Denied

Signature of Deputy Director, Div of Administration: _____

This space for use by the Bureau of Transportation Services only.

1st issue credit card # _____ Issued to vehicle license # _____

2nd issue card# _____ Comments _____

Temporary card# _____ By _____ Date: _____

Limitations:

The purchase of "high-octane" or other premium priced motor fuel is strictly prohibited, unless required by the OEM and approved by Fleet Management on this form.

Credit cards are to be used only when State operated fueling or repair facilities are not available, or in an actual emergency situation. Emergency situations must be reported to the Bureau of Transportation Services as soon as possible after each occurrence.

Credit usage for repair service is limited to one hundred dollars (\$100.00). Repairs exceeding \$100.00 must have prior authorization from the Assistant Supervisor, Central Motor Pool Operations; (609) 984-4323.

Credit card usage is limited to the named contract supplier on the card. Credit cards should not be used at any other service stations-regardless of the willingness of other vendors to accept the card. Any other charges incurred are the direct responsibility of the driver or the agency.

Credit cards are vehicle specific; they are not transferable.

Credit cards assigned to vehicles no longer in service must be returned to the Bureau of Transportation Services, Fleet Management, 605 South Broad Street, Trenton, NJ 08625-0233.

Sales Receipts must contain the following information:

- | | |
|----------------------------|---|
| 1. Price per gallon | 4. Signature of driver |
| 2. Number of gallons sold | 5. License plate of vehicle written on receipt (Embossed license number |
| 3. Quarts and price of oil | from card does not suffice). |

Lost or stolen credit cards:

1. Must be reported immediately to the Bureau of Transportation Services, Fleet Management (609) 292-3412.
2. Credit cards will only be replaced once per vehicle, per contract.

Out-of-state use:

An ADM-106 must be submitted to the Deputy Director, Department of the Treasury, Division of Administration, PO Box 211, 50 West State Street, 8th Floor, Trenton, NJ 08625-0211, for each trip, for either:
Permission to use the existing card, or
Assignment of a Temporary Out-of-state card.

Out of state use is defined as travel twenty-five (25) miles or beyond the state border.

Negligent use of credit cards (including charges made against lost or stolen cards that were not reported as explained above, or the purchase of premium fuel, non-essential fluids, for convenience, or non-emergency repairs) will result in direct charge backs to the agency or department, and possible forfeiture of the credit card.

Abuse of credit cards will result in immediate forfeiture of the card, automatic denial of future requests for credit cards, and disciplinary action.